

1 JULY 1995

Operations

BASE UNIT BEDDOWN PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 10-5, *Basing*. It provides Air Force site survey and unit beddown procedures on property within the United States and its territories. It applies to Air Force units requesting a beddown action, and other Services/Agencies requesting a beddown action on Air Force real property. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB, Washington, DC 20332-5113. Air Force organizations may supplement this instruction: Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) should send a copy of their supplement to SAF/AAIP; other commands send a copy of each supplement to the next higher headquarters. See attachment 1 for terms used in this instruction.

SUMMARY OF REVISIONS

This revision updates MAJCOM designations and adds Air National Guard and Air Force Reserve unit beddown procedures. Changed material from previous edition is indicated by a | .

1. Headquarters, MAJCOM, and Installation Commander Responsibilities:

1.1. Types of Requests. Site Survey/Beddown requests generally fall into one of the following four areas:

- Inter-MAJCOM requests.
- Intra-MAJCOM requests.
- Air Force agency requests for an activity on non-Air Force real property.
- Non-Air Force agency requests for an activity on Air Force real property.

1.2. Air Staff Responsibilities. HQ USAF/XOO approves and manages the Air Force Base Survey and Unit Beddown Program. The HQ USAF/XOO OPR for the site survey program is the Chief, Bases and Units Division (HQ USAF/XOOB).

1.3. Major Command Responsibilities. MAJCOMs should ensure their site survey/beddown requests comply with this instruction. They should forward approved inter-MAJCOM site survey/beddown requests to the Air Staff for approval.

1.3.1. EIAP Responsibility. Requesting MAJCOMs initiate and fund the EIAP for inter-MAJCOM basing actions (according to AFI 32-7061, *Environmental Impact Analysis Process* [formerly AFR 19-2]). The potential host MAJCOM is responsible for ensuring EIAP completion, including AF Form 813, **Request for Environmental Impact Analysis**, completion.

1.3.2. Air National Guard and Air Force Reserve. For the purposes of this AFI, the Air National Guard Readiness Center (ANGRC), NGB/XO, and HQ AFRES, are treated as MAJCOMs.

1.4. Installation Responsibilities. Air Force installation commanders contacted by outside agencies requesting site survey or beddown approval should direct the request through the chain of command to the MAJCOM. The MAJCOM will forward the request to HQ USAF/XOOB.

2. Site Survey Request Procedures:

2.1. Approval Authority. HQ USAF/XOOB has authority to approve Air Force site survey requests. MAJCOMs have the authority to approve intra-MAJCOM survey requests. The Air Force will consider a non-Air Force request for site survey after it is approved by that Service's/Agency's headquarters. MAJCOM survey approval authority does not include authority to approve Military Construction.

2.1.1. Site Survey Approval Coordination--Special Cases:

- For Air Force organizations requesting site surveys on non-Air Force real property (in order):
- Get requesting MAJCOM approval for site survey.
- MAJCOM forwards request to HQ USAF/XOOB for Air Force approval.
- Submit site survey request to the proposed host organization.
- For Air National Guard (ANG) site survey requests:
- Get ANGRC approval.
- ANGRC forwards request to HQ USAF/XOOB for final approval.
- For Air Force Reserve site survey requests:
- Get HQ AFRES/XPXP approval.
- HQ AFRES/XPXP forwards request to HQ USAF/XOOB for final approval.

2.2. Site Survey Requests. Site survey requests consist of a two-part message. Send the survey request not later than 15 duty days prior to the requested survey date. Send the first part to HQ USAF/XOOB for action, and the second to the host installation (for information only). Requests for site survey on Air Force real property must comply with AFI 32-9003, *Outgrant of Real Property* (formerly

AFRs 87-3, 87-7, 87-9, and 87-16). Attachment 2 contains survey request distribution and format instructions. Include the following in Part 1 (attachment 2):

- Proposed survey dates/duration, survey location, purpose of the survey, and description of the proposed activity.
- Team size and point of contact. Survey team should include at least one representative from Civil Engineering to identify and review facility requirements and environmental issues.
- Facilities or site areas needed for the proposed activity. Include the square footage or acreage, type of space needed (administrative, warehouse, etc.), unit manpower authorizations assigned, and any special facility or site requirements (air, heat, power, equipment maintenance, etc.).
- Justification criteria and other pertinent information.

Include the following in part 2 (attachment 2):

- Environmental concerns.
- Name and grade of senior survey team member and total number of visiting personnel.
- Support needed for the survey team during the site visit (billeting, transportation, etc.).
- Other pertinent information.

2.3. Site Survey Approval Process. HQ USAF/XOOB will evaluate site survey requests to determine the impact of the proposed activity on the host installation. HQ USAF/XOOB will notify the requesting agency of its decision to approve or disapprove the request, in writing (normally an AUTODIN message), with an info copy provided to the affected MAJCOM, intermediate commands, collateral agencies, and installation. The Air Staff will issue a survey control number (SCN) for approved site surveys (part of the approval notification message); follow-on correspondence should reference this SCN. Paragraph 2.5 contains instructions for coordinating follow-on survey requirements.

2.4. Interservice/Interagency Site Survey Requests. The Air Force will consider outside agency requests for site survey on Air Force real property after the requesting Service/Agency approves them. Requests should include information listed in paragraph 2.2. HQ USAF/XOOB will coordinate outside Service/Agency requests with the affected MAJCOM before granting approval.

2.5. Site Survey Support Requirements. Requesting organizations should coordinate support requests with the installation prior to, or concurrent with, submission of the site survey request. They should make their support requests as specific as possible. Attachment 3 contains a sample format for requesting survey support from a host installation.

2.6. Follow-On Surveys. Approval for follow-on site survey requests is not required from HQ USAF/XOOB. Requesting organizations should coordinate follow-on surveys/survey support with the affected installation, providing information in accordance with paragraph 2.2. The requesting organization should forward an information copy of the follow-on survey approval to HQ USAF/XOOB. Reference the original SCN in all follow-on survey correspondence (use a sequential alphanumeric suffix, e.g., SCN 94-17A, 94-17B).

3. Unit Beddown Request Procedures:

3.1. Approval Authority. HQ USAF/XOO has authority to approve Air Force beddown requests. MAJCOM commanders can approve intra-MAJCOM beddown actions. MAJCOM beddown approval authority does not include authority to approve Military Construction.

3.1.1. Beddown Approval Coordination--Special Cases:

- For Air Force organizations requesting beddown on non-Air Force real property:
- Get MAJCOM approval for beddown.
- MAJCOM forwards request to HQ USAF/XOO for Air Force approval.
- Submit beddown request to the proposed host organization.
- For Air National Guard (ANG) beddown requests (on AF real property):
- Get NGB/XO beddown approval.
- NGB/XO forwards request to HQ USAF/XOO for final approval.
- For Air Force Reserve beddown requests (on AF real property):
- Get HQ AFRES/XPXP beddown approval.
- HQ AFRES/XPXP forwards request to HQ USAF/XOO for final approval.

3.2. Beddown Proposals. Requesting MAJCOM/ Service/Agency should conduct a site survey (or similar action) to collect supporting data prior to requesting a beddown action. Send beddown request to HQ USAF/XOO for action not later than 30 duty days before the requested beddown date. Attachment 4 contains further beddown proposal distribution instructions and an example beddown proposal. Beddown requests should contain the following information:

- A short description of the beddown proposal with justification and criteria used to develop the proposal.
- Description of activity, including manpower strength.
- Summary of supporting documentation including the survey reports. Include a brief summary of survey reports on alternative beddown locations.
- Proposed timetable for beddown (include lead time required for construction, if applicable, and for EIAP).
- Funding authority.
- Status of the EIAP.
- Other pertinent information, additional supporting documentation, and MAJCOM points of contact.

3.3. Beddown Approval Process. HQ USAF/XOO will coordinate beddown proposals with the affected MAJCOM before making its approval/disapproval decision. HQ USAF/XOOB will prepare a beddown proposal for HQ USAF/XOO decision following MAJCOM coordination.

3.3.1. Approval/Disapproval Notification. HQ USAF/XOO will send a decision message to the requesting agency indicating its approval/disapproval of the beddown proposal. A copy of the message should be provided to affected agencies (for information only) as outlined in attachment 4. Approved beddown actions must comply with 32-series instructions covering "use" of real property (e.g., permit or long-term lease), AFI 25-201, *Support Agreements Requirements*, and/or

DoD Instruction 4000.19, *Interservice, Interdepartmental, and Interagency Support*, April 15, 1992, to negotiate support agreements.

3.4. Environmental Impact Analysis Process. The EIAP must be accomplished for each beddown action. Final beddown approval is withheld until the EIAP is completed according to the National Environmental Protection Act and AFI 32-7061. HQ USAF/XOO may grant approval to proceed with some beddown actions prior to EIAP completion. Actions approved prior to EIAP completion must not involve permanent movement of aircraft, personnel, or commitment of other resources, limit the choice of reasonable alternative actions, or have adverse environmental impact.

3.5. Interservice and Interagency Requests. Beddown proposals from other Services/Agencies should include information listed in paragraph 3.2. The Air Force will consider these proposals after the requesting Service/Agency approves them.

4. Site Survey and Beddown Requests for Bases Announced for Realignment and Closure:

4.1. General Information. Agencies should send beddown/site survey requests for installations announced for realignment or closure to HQ USAF/XOOB. HQ USAF/XOOB will coordinate survey requests with HQ USAF/XOOR and the appropriate MAJCOM.

4.2. Site Survey Request Requirements. Send site survey requests via fax, letter or message to HQ USAF/XOOB. Requests should include information outlined in paragraph 2.2 of this instruction.

4.3. Beddown/Site Survey Approval/Disapproval. HQ USAF/XOOB will notify the requesting agency of its decision to approve/disapprove the beddown action in writing. They will issue an SCN for approved site surveys.

5. Survey and Beddown Exceptions to This Instruction:

5.1. Exceptions. The following is a list of situations covered by other instructions/directives/guidance. They are exceptions to this instruction or supplement requirements.

- Reference AFI 10-1002, *Joint Use Agreement* (formerly AFR 55-20) for information on Joint use of Air Force airfields by civil aviation.
- Reference AFI 32-9001, *Acquisition of Real Property* (formerly AFRs 87-1 and 87-19) for information on real property acquisition.
- Reference AFI 36-2011, *Air Force Reserve Officer Training Corps (ROTC)* (formerly AFR 45-48) and send requests to the host installation's MAJCOM for information on Air Force Reserve Officer Training Corps field training encampments.
- Reference AFI 34-123, *Private Organization Program* (formerly AFR 34-4) for information on community support activities and private organizations.
- Reference AFI 36-5001, *Civil Air Patrol* (formerly AFRs 45-10, 46-3, 46-4, 46-5, and 46-6) for information on Air Force support of Civil Air Patrol activities.
- Reference the DoD *Foreign Clearance Guide*, AFI 32-9003, and AFI 10-504, *Overseas Basing Requirements*, for information on overseas site survey/beddown procedures
- Reference AFI 63-701, *Industrial Facilities* (formerly AFR 78-22) for information on requests for government-owned, contractor-operated industrial facilities. This instruction applies only to SAF/AQXM requests.

- Permission from HQ USAF to conduct a site survey for determining a location to support survival recovery and reconstitution plans, exercises, and contingencies is not required. Coordinate the site survey with the appropriate base and MAJCOM. Once a location has been determined, notify HQ USAF/XOOO, 1480 Air Force Pentagon, Washington DC 20330-1480, prior to using the installation. Include HQ USAF/XOOB as an information addressee.
- Send requests in support of Operational Plans to HQ USAF/XOXX, 1480 Air Force Pentagon, Washington DC 20330-1480. Include HQ USAF/XOOB as an information addressee.
- Refer to AFI 32-9003 for information on Air National Guard requests to conduct periodic field training on a continuing basis on Air Force-owned land.
- Site survey/beddown requests generated as part of the normal programming process, i.e., Program Objective Memorandum, Budget Estimate Submission, President's Budget, or via Program Change Request, should reference the decision being executed, and the criteria under which the beddown is being accomplished.

Joseph W. Ralston, Lt General, USAF
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Attachment 1

GLOSSARY OF TERMS

Terms

The Air Force Base Unit Beddown Program—This instruction describes the process of siting and bedding down units or missions on Air Force installations, or Air Force units on (or other real property) under the purview of the Department of the Air Force and applies to the following:

- ***Air Force Inter-MAJCOM Requests***--Requests between organizations with different parent MAJCOMs. For example, an ACC request for site survey at an AETC installation.
- ***Air Force Intra-MAJCOM Requests***--Requests from organizations with the same parent MAJCOM. For example, Langley AFB (ACC) requests site survey at Moody AFB (also an ACC installation).
- ***Interservice Requests***--Requests for site survey/beddown from or to a sister Service. For example, an Army request for site survey at an Air Force installation.
- ***Interagency Requests***--Requests for site survey/beddown from an a non-Air Force agency. For example, a Department of Interior request for site survey at an Air Force installation.
- ***Air Force Real Property***--Air Force real property is any right, title, or interest in land, buildings, fixed improvements, utilities, and other permanent additions to land. Examples include equipment attached to, and made part of buildings and structures (such as heating systems), but not movable equipment (such as plant equipment).

Beddown—For the purposes of this instruction, the process and act of permanently placing a unit or mission on real property.

- ***Beddown Proposal***--Request from an Air Force MAJCOM, Service, or agency to establish/relocate a unit on a facility/installation.

Environmental Impact Analysis Process—The National Environmental Policy Act (NEPA) of 1969 requires analysis of the environmental effects of major federal actions. AFI 32-7061, *Environmental Impact Analysis Process* (formerly AFR 19-2), governs Air Force NEPA compliance for United States' installations. The final beddown decision can be made only after completion of all required environmental documentation.

Environmental Findings and Documentation—These normally take one of three forms: Categorical Exclusion (CATEX), Finding of No Significant Impact (FONSI), or Record of Decision (ROD)--Reference AFI 32-7061 for more details.

Non-Air Force Real Property—Real property not managed by the Department of the Air Force.

Site Survey—An authorized visit by an individual or team to survey real property to determine its feasibility for unit or mission beddown. Site surveys normally consist of informal or preliminary examinations, field investigations, etc.

US Territories—Territory associated with, or administered by, the U.S. Government, including the Commonwealth of Puerto Rico, American Samoa, Guam, Johnston Atoll, Midway Island, Virgin Islands, Trust Territory of the Pacific Islands, and Wake Island.

Attachment 2

DISTRIBUTION INSTRUCTIONS AND SAMPLE FORMAT FOR SITE SURVEY REQUEST

Survey requests for Air Staff approval should be sent via AUTODIN to HQ USAF WASHINGTON DC//XOOB// not later than 15 days prior to the requested survey date. Air National Guard units will forward site survey requests through the ANGRC to HQ USAF/XOOB; Air Force Reserve units will forward site survey requests through HQ AFRES/XPPX to HQ USAF/XOOB. Requesters not on the DoD AUTODIN message system will address correspondence to HQ USAF/XOOB, 1480 Air Force Pentagon, Washington DC 20330-1480. Furnish a copy (information addressee on AUTODIN messages) to the affected MAJCOM, intermediate command headquarters (e.g., numbered Air Force), collateral agencies, and installation. The request should be classified if appropriate; contact HQ USAF/XOOB if classification guidance is needed. Mail two copies of the site survey report, complete with a site map, to HQ USAF/XOOB. This information is not subject to Office of Management and Budget review under Public Law 96-511. Site Survey message format example is included below.

FROM: HQ AFSPACECOM PETERSON AFB CO//XPP//

TO: HQ USAF WASHINGTON DC//XOOB//

INFO HQ ACC LANGLEY AFB VA//XPP//

20AF VANDENBERG AFB CA//CV//

4WG SEYMOUR JOHNSON AFB NC//CC//

UNCLAS

SUBJ: 20 AF RELOCATION SITE SURVEY REQUEST

THIS MESSAGE IS IN TWO PARTS: PART 1 IS ACTION FOR HQ USAF/XOOB. PART 2 IS INFORMATION FOR 4WG.

PART 1:

1. REQUEST PERMISSION TO CONDUCT A SITE SURVEY OF SEYMOUR JOHNSON AFB, NC, ON 1-4 SEP 93. PURPOSE OF SURVEY IS TO DETERMINE BEDDOWN REQUIREMENTS FOR THE RELOCATION OF 20 AF FROM VANDENBERG AFB, CA, TO SEYMOUR JOHNSON AFB, IN EARLY 94 (AS DIRECTED IN SAF/PAM GUIDANCE MSG, 262330Z MAY 93).
2. THE TEAM WILL SURVEY AVAILABLE FACILITIES (E.G., THE FORMER 4TH WING HEAD-QUARTERS BUILDING) WHICH COULD BE RENOVATED AT LOW COST, AND POTENTIAL SITES WHERE NEW FACILITIES COULD BE CONSTRUCTED TO OPERATE A 90 PERSON HEADQUARTERS UNIT.
3. TEAM WILL CONSIST OF 10 OFFICER AND 1 ENLISTED PERSONNEL. TEAM POC IS MAJ JOSEPH JONES, HQ 20 AF/DOM, DSN 276-3939, AND SENIOR RANKING MEMBER ON THE TEAM WILL BE COL JOHN C. SMITH, HQ AFSPACECOM/XPP.
4. BILLETING ARRANGEMENTS AND ADMINISTRATIVE SUPPORT HAVE BEEN REQUESTED FROM 4WG/CE.

PART 2:

5. REQUEST 4WG/CE IDENTIFY AND BE PREPARED TO DISCUSS ENVIRONMENTAL CONCERNS WITH TEAM.
6. REQUEST 4WG/LGT PROVIDE TWO STAFF CARS TO TEAM UPON ARRIVAL TO GOLDSBORO-WAYNE MUNICIPAL AIRPORT ON 1 SEPT 93. TEAM WILL ARRIVE ON UNITED FLIGHT 144 AT 1300 HOURS.
7. QUESTIONS REGARDING THIS SURVEY MAY BE DIRECTED TO MAJ JOHN DOE, HQ AFS-PACECOM/XPPB, DSN 692-3939. BT.

Attachment 3

SAMPLE FORMAT FOR SITE SURVEY SUPPORT REQUEST

This information is not subject to Office of Management and Budget review under Public Law 96-511.

Reply To

Attn Of: (Requesting agency)

Subject: Request for Survey Support

To: (Proposed agency function)

1. Request your support in conducting a site survey at your installation on (date) or (alternative dates). We are coordinating this request with HQ USAF/XOOB according to AFI 10-503. The following data are provided for your information:

- a. Requesting organization, address, and point of contact (POC):
- b. Parent command, address, and POC:
- c. Description of proposed activity:
- d. Authorized strength:
 - (1) Officer:
 - (2) Enlisted:
 - (3) Civilian:
 - (4) Flying status:
- e. Mission:
 - (1) Wartime:
 - (2) Peacetime:
- f. Period for which site and facilities are needed (include start and completion dates):
- g. Facility support requirements (include square footage):
- h. Vehicle support requirements:
- i. Equipment support requirements:
- j. Special energy, water, sewage, and hazardous material requirements:
- k. Environmental concerns:
 - 1. Other support required (list by functional area):

2. Direct questions to (requester's name, office symbol, telephone).

Attachment 4

DISTRIBUTION INSTRUCTIONS AND SAMPLE FORMAT FOR BEDDOWN REQUEST

Send beddown proposal via AUTODIN to HQ USAF WASHINGTON DC//XOO// with information copies to AF/CE, SAF/MII, SAF/MIQ, ANGRC, NGB/XO, and HQ AFRES/XPXP. Air National Guard units will forward beddown requests through NGB/XO to HQ USAF/XOO; Air Force Reserve units will forward beddown requests through AFRES/XPXP to HQ USAF/XOO. Agencies not on the DoD AUTODIN message system should send proposals to HQ USAF/XOO, 1480 Air Force Pentagon, Washington DC 20330-1480. Send a copy (information addressee on AUTODIN messages) to the affected MAJCOM, intermediate command headquarters (e.g., numbered Air Force), collateral agencies, and installation. The request should be classified if appropriate; contact HQ USAF/XOOB if classification guidance is needed. This information is not subject to Office of Management and Budget review under Public Law 96-511.

FROM: HQ AFSPACECOM PETERSON AFB CO//XP//

TO: HQ USAF WASHINGTON DC//XOO/CE//

INFO HQ ACC LANGLEY AFB VA//XP//

20AF VANDENBERG AFB CA//DO/LG//

4WG SEYMOUR JOHNSON AFB NC//CC//

SAF WASHINGTON DC//MII/FM//

UNCLAS

SUBJ: 20 AF RELOCATION BEDDOWN PROPOSAL (SCN 93-25)

REFS: A. HQ AFSPACECOM/XPP MSG 012345Z AUG 93, SUBJ: 20 AF RELOCATION SITE SURVEY REQUEST

B. HQ USAF/XOOB MSG 081250Z AUG 93, SUBJ: 20 AF RELOCATION SITE SURVEY APPROVAL (SCN 93-25)

1. THIS MSG IDENTIFIES THE BEDDOWN PROPOSAL FOR RELOCATING 20 AF HQ FROM VANDENBERG AFB, CA, TO SEYMOUR JOHNSON AFB, NC. THIS ACTION IS DIRECTED BY SECAF (IAW SAF/PAM GUIDANCE MSG, 262330Z MAY 93).

2. IAW REFS A AND B, A SITE SURVEY OF POTENTIAL BEDDOWN LOCATIONS FOR 20 AF HQ WAS CONDUCTED AT SEYMOUR JOHNSON AFB ON 1-4 SEP 93 BY REPRESENTATIVES FROM HQ AFSPACECOM, HQ ACC, AND HQ 20 AF. AS A RESULT OF THIS SURVEY, THE SURVEY TEAM DETERMINED THAT ADEQUATE SPACE EXISTS IN BLDG 1492 (FORMER 4 WG HQ BLDG) TO MEET 20AF HQS RELOCATION REQUIREMENTS. AN ESTIMATED 1.5 MILLION DOLLARS IN MILITARY CONSTRUCTION WILL BE REQUIRED TO BRING THE IDENTIFIED FACILITY UP TO STANDARD. HQ AFSPACECOM INTENDS TO FUND THIS MILITARY CONSTRUCTION AND THE PCS COSTS ASSOCIATED WITH RELOCATING 20 AF HQ PERSONNEL (APPROXIMATELY 946,000 DOLLARS) FROM WITHIN AFSPACECOM RESOURCES.

3. REQUEST BEDDOWN APPROVAL DECISION BY 1 DEC 93 TO ALLOW SUFFICIENT TO WORK PLANNING. IF APPROVED, HQ AFSPACECOM WILL BEGIN TRANSFER OF HQ 20 AF PERSONNEL ON/AROUND 1 JAN 94, WITH RENOVATION COMPLETION AND UNIT ACTIVATION PLANNED FOR 1 JUN 94.
4. FOR SPECIFIC FUNDING AUTHORITY: (REFER TO THE 172-SERIES PUBLICATIONS)
5. EIAP: THIS ACTION HAS BEEN CATEXED ACCORDING TO AF 32-7004.
6. POC FOR THIS ACTION IS MAJ JOHN DOE, HQ AFSPACECOM/XPPB, DSN 692-3939. BT